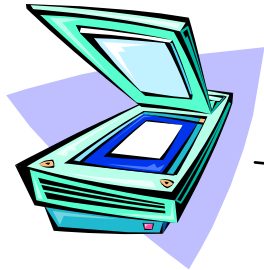
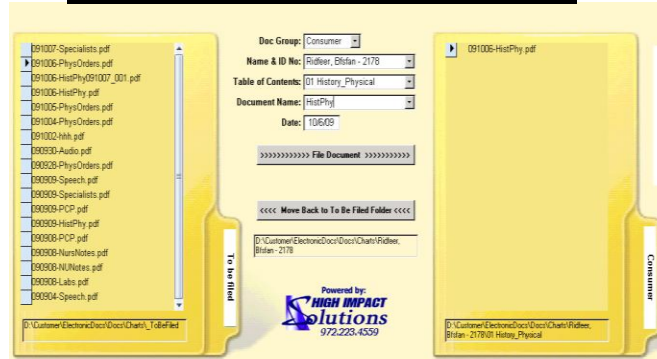


Scanning, Naming, Storing, and Retrieving Electronic Documents

Scan all documents into the standard temporary file.



HIS Document Filer



All users can quickly view all documents using either the HIS Document Explorer or Windows Explorer.



Or move copies of documents from other locations into the standard temporary file.



Using HIS Document Filer view each document and File in the appropriate folder using user-defined standard selections to create folders and new document name.



The HIS Document Filer simultaneously creates folders in Windows Explorer for document storage.

